



TOWN OF ROCKY HILL MEETING MINUTES/MOTIONS

In order to comply with Connecticut General Statutes regarding minutes of meetings, the following will be used to record information during all public meetings that take place. An original must be submitted to the Town Clerk of Rocky Hill within 48 hours of the meeting being adjourned. Motions should be complete, showing the maker and second of the motion as well as how each member voted. Unanimous votes may be listed as unanimous.

NAME OF PUBLIC BOARD OR COMMISSION	Town Council
DATE MEETING AGENDA POSTED	June 11, 2014
LOCATION	Council Chambers – Town Hall
DATE OF MEETING	June 16, 2014
TIME MEETING STARTED	7:00 p.m. Council Meeting
PERSON PREPARING MEETING MINUTES	Jessica M. Dumas
VERBATIM NOTES TAKEN	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
AUDIO, VIDEO OR LIVE TRANSMISSION OF MEETING	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

MEMBERS PRESENT AT MEETING

1. Henry Vassel, Mayor	2. Nadine Bell, Deputy Mayor
3. Meg Casasanta	4. Guy Drapeau
5. Joe Kochanek	6. Tim Moriarty
7. Frank Szeps	8. Cathy Vargas
9.	10.

NUMBER REQUIRED FOR QUORUM 6 QUORUM PRESENT ☒ Yes ☐ No

TEXT MOTIONS AND RESULTS VOTES

1st MOTION ☒ Passed ☐ Failed ☐ Tabled

Deputy Mayor Bell moved the following resolution reading it aloud and in full. The motion was seconded by Councilor Szeps and adopted unanimously by those present. Councilor MacDonald was absent.

“Appointment of Acting Town Manager”

BE IT RESOLVED, that in accordance with Section 504 of the Town Charter – during the period of a vacancy with the Town Manager, the Council shall appoint by resolution a person, other than a Council member as Acting Town Manager.

BE IT FURTHER RESOLVED, that John Mehr, Director of Finance is hereby appointed to Acting Town Manager commencing on July 1, 2014. In addition, Section 504 of the Town Charter states that a permanent Town Manager shall be appointed within 180 days of the Acting Town Manager's Appointment.

2nd MOTION ☒ Passed ☐ Failed ☐ Tabled

Deputy Mayor Bell made a motion to approve the minutes of June 2, 2014. The motion was seconded by Councilor Vargas and adopted unanimously by those present. Councilor MacDonald was absent.

3rd MOTION ☒ Passed ☐ Failed ☐ Tabled

Councilor Drapeau made a motion to approve the consent agenda. The motion was seconded by Councilor Vargas and adopted unanimously by those present. Councilor MacDonald was absent.

A. Approval – Legal Bills

BE IT RESOLVED THAT the Town Council / Finance Committee hereby authorizes the payment of the following legal bills for services rendered.

Rome McGuigan, P.C.	\$ 11,552.80 (Apr)
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Joseph Fasi LLC	\$ <u>0.00</u>
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<u>TOTAL</u>	\$ <u>11,552.80</u>
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B. Approval – Working Notes – April 9, 2014

4th MOTION ☒ Passed ☐ Failed ☐ Tabled

Deputy Mayor Bell moved the following resolution reading it aloud and in full. The motion was seconded by Councilor Moriarty and adopted unanimously by those present. Councilor MacDonald was absent.

“Award of Bid – Rocky Hill Schools – Griswold, West Hill, and Stevens
Security and Technology Upgrades”

BE IT RESOLVED that the Rocky Hill Town Council award of bid for Security and Technology Upgrades at Griswold, Stevens, and West Hill Schools to CNC Microtech, 20 Corporate Circle, Albany, NY at a cost of \$257,306.00. The security and technology upgrades project will be charged to the 2013-2014 Capital Improvement Budget – School Improvements Security Items– budget line 01-950-000-5719 and will receive State reimbursement from a matching grant through the Department of Emergency Services & Public Protection.

Report and Recommendation

Security and technology upgrades are:

Griswold – install security cameras.

West Hill – install intercom system and security cameras.

Stevens – install intercom system and security cameras.

After doing reference checks and a scope review with the contractor, town, school, Friar, and O&G staffs all recommend that the security bid be awarded to CNC Microtech for all three schools.

Other Bidders

Collins Electric, Chicopee, MA = \$562,516

Net Services, Rocky Hill, CT = \$635,000

Halifax Security d/b/a North American Video, Brick, NJ = \$1,362,269.07 (Error completing bid form)

5th MOTION ☒ Passed ☐ Failed ☐ Tabled

Deputy Mayor Bell moved the following resolution reading it aloud and in full. The motion was seconded by Councilor Moriarty and adopted unanimously by those present. Councilor MacDonald was absent.

“Award of Bid – Stevens School Accessible Toilet Upgrades Project”

BE IT RESOLVED that the Town of Rocky Hill Town Council awards the bid for Accessible Toilet Upgrades at Stevens School to Noble Construction & Management, Inc, PO Box 843, Essex, Connecticut at a bid price of \$228,500.

BE IT FURTHER RESOLVED that the Accessible Toilet Upgrades at Stevens School project be charged to the Town of Rocky Hill 2014 -2015 Adopted Budget in the Capital Improvement Budget – budget line 01-950-000-5720 for School Improvements for Toilet Upgrades at Stevens School in the 2014 – 2015 budget year.

AND BE IT FURTHER RESOLVED that the contract between the Town of Rocky Hill and Noble Construction be affected as of July 1, 2014.

Report and Recommendation

The Town went to bid for this item with a bid opening on May 27, 2014. Four contractors submitted a bid. Friar Associates, the project architect, and O&G, the project construction manager, reviewed the bid. The project architect and construction manager recommends that Noble Construction be awarded the Accessible Toilet Upgrades at Stevens School project.

Other Bidders:

Scope Construction, Inc, New Britain, CT = \$237,000
Sarazin General Contractors, Inc, North Windham, CT = \$239,000
Garsan Construction, Inc, Wallingford, CT = \$248,800

6th MOTION ☒ Passed ☐ Failed ☐ Tabled

Deputy Mayor Bell moved the following resolution reading it aloud and in full. The motion was seconded by Councilor Moriarty and adopted unanimously by those present. Councilor MacDonald was absent.

“Award of Bid – Pavement Marking – Line Striping”

BE IT RESOLVED that the award of bid for pavement marking be awarded to Hi-Way Safety Systems, Inc., Rockland, MA at a bid price of \$29,570.67. The Town participated in the Capital Region Council of Governments (CRCOG) Capital Region Purchasing Council pavement marking bid and this pricing is valid for the 2014 calendar year. This service will be charged to the Engineering Department – budget line 01-300-401-5326 for Fees – Markings in the 2014 – 2015 budget year.

7th MOTION ☒ Passed ☐ Failed ☐ Tabled

Deputy Mayor Bell moved the following resolution reading it aloud and in full. The motion was seconded by Councilor Moriarty and adopted unanimously by those present. Councilor MacDonald was absent.

“Award of Bid – Sidewalk Construction and Repairs”

BE IT RESOLVED that the award of bid for sidewalk construction and repairs be awarded to Wespro, Ltd, 242 Elm Street, Wethersfield, CT at a bid price of \$69,050.00. These repairs are to be charged to the Capital Improvement Budget – budget line 01-950-000-5730 for Sidewalk Improvements (LOCIP) for the 2014 – 2015 budget year. The cost of this sidewalk work is reimbursed by the State through the Local Capital Improvement Program (LOCIP).

Report and Recommendation

The Town went to bid for sidewalk work with a bid opening on May 21, 2014. Five contractors submitted bids. Wespro, Ltd. was the lowest bidder. The Engineering Department recommends that Wespro be awarded the sidewalk construction and repairs bid. This bid is for sidewalk work that will be performed during the July 1, 2014 through June 30, 2015 budget year.

Other Bidders:

T & S Caminito Concrete, LLC, Middletown, CT – 73,105.00
Susaya Construction, Bloomfield, CT - \$83,640.00
Millennium Builders, LLC, Rocky Hill, CT – \$87,810.00
FCE Associates LLC, East Granby, CT – \$98,733.00

8th MOTION ☒ Passed ☐ Failed ☐ Tabled

Councilor Kochanek made a motion approve the request to fill the part time Food Pantry Coordinator in the Human Services Department. The motion was seconded by Councilor Moriarty and adopted unanimously by those present. Councilor MacDonald was absent.

9th MOTION ☒ Passed ☐ Failed ☒ Tabled

Councilor Szepe made a motion to table the request to fill the part time Records Clerk in the Police Department. The motion was seconded by Councilor Drapeau and adopted with Councilors Kochanek and Moriarty voting Nay. Councilor MacDonald was absent.

10th MOTION ☒ Passed ☐ Failed ☐ Tabled

Councilor Moriarty moved the following resolution. The motion was seconded by Councilor Kochanek and adopted unanimously by those present. Councilor MacDonald was absent.

“Award of Contract – Consultant for Construction Administration for the Replacement of the Old Main Street Bridge over Goff Brook – Engineering”

BE IT RESOLVED that the award of contract for the consultant to provide field observations, construction surveys, and construction administration support for the replacement of the Old Main Street Bridge over Goff Brook project be awarded to BL Companies, Inc., 150 Trumbull Street, Hartford, Connecticut at a total price of \$182,920. This consulting service will be charged to the Road Improvement Referendum Capital Improvement Project Fund.

Report and Recommendation

The BL Companies have been the consultant during the design and preconstruction phases of the replacement of the Old Main Street Bridge over Goff Brook project. Town staff recommends BL Companies continue and be the consultant during the construction phase of the bridge.

11th MOTION ☒ Passed ☐ Failed ☐ Tabled

Deputy Mayor Bell moved the following resolution. The motion was seconded by Councilor Kochanek and adopted unanimously by those present. Councilor MacDonald was absent.

“State of Connecticut Grant – Local Bridge Program Supplemental Application for Old Main Street Bridge over Goff Brook Project”

BE IT RESOLVED that the Rocky Hill Town Council authorizes the Town Manager to sign the Local Bridge Program Supplemental Application and any associated agreements between the State of Connecticut and the Town of Rocky Hill for the Old Main Street Bridge over Goff Brook.

Report and Recommendation

This supplemental application provides state funding of 31.13% of the total estimated project cost for the bridge. The Town’s reimbursement from the State under the Local Bridge Program is projected to be \$581,363.33. Town staff recommends going forward with the application to the Local Bridge Program.

12th MOTION ☒ Passed ☐ Failed ☐ Tabled

Councilor Szepts moved the following resolution. The motion was seconded by Councilor Drapeau and adopted unanimously by those present. Councilor MacDonald was absent.

“Transfer of Funds:
From Recreation Program Special Revenue Fund
To Reserve for Capital and Nonrecurring Expenditures Fund”

WHERE AS, the Town of Rocky Hill in its Recreation Program Special Revenue Fund has Fund Balance of \$439,392 for the fiscal year ending June 30, 2013.

THEREFORE, BE IT RESOLVED THAT, the Finance Director is authorized to transfer \$300,000.00 from the Recreation Program Special Revenue Fund into Reserve for Capital and Nonrecurring Expenditure Fund under the project line Parks and Recreation – Equipment and Field Improvements.

These funds will be used for future purchases of parks and recreation equipment, and for athletic facilities or field improvements. This transfer would be effective after July 1, 2014.

Report and Recommendation

The Finance Committee has reviewed the activity in the Recreation Program Special Revenue Fund with the Parks and Finance staff. It has been determined that \$300,000 can be transferred out of this Fund to the Reserve for Capital and Nonrecurring Expenditure Fund for future purchases of parks and recreation equipment, and for future improvements to athletic facilities. In the future, the Finance Committee will review yearly the activity in the Recreation Program Special Revenue Fund to determine if any funds can be transferred to Reserve for Capital and Nonrecurring Expenditure Fund.

13th MOTION ☒ Passed ☐ Failed ☐ Tabled

Councilor Vargas moved the following resolution. The motion was seconded by Councilor Drapeau and adopted unanimously by those present. Councilor MacDonald was absent.

WHERE AS the Town Manager has recommended the following transfers to balance various budget accounts,

BE IT RESOLVED THAT the followings transfers for the 2013 - 2014 fiscal year are approved.

<u>Code</u>	<u>Account Number</u>	<u>Department</u>	<u>Account</u>	<u>TO</u>
		<u>Salary Adjustment</u>		

01100200	5111	Town Manager	Full Time	26,258.00
01100300	5120	Personnel	Part Time	1,528.00
01100400	5111	Finance	Full Time	20,575.00
01100500	5111	Property Assessment	Full Time	2,840.00
01100600	5111	Property Tax Collection	Full Time	5,993.00
01101100	5111	Town Clerk	Full Time	7,522.00
01101400	5111	Town Planner	Full Time	4,686.00
01101700	5111	Economic Development	Full Time	2,710.00
01101500	5111	Facilities - Technology	Full Time	1,895.00
01202101	5111	Police Services - Supervision	Full Time	8,288.00
01202102	5111	Police Services - Records	Full Time	1,148.00
01202103	5111	Police Services - Investigations	Full Time	9,927.00
01202104	5111	Police Services - Uniform Patrol	Full Time	16,637.00
01202105	5111	Police Services - Special Services	Full Time	481.00
01202106	5120	Police Services - Animal Control	Part Time	1,000.00
01202201	5111	Fire Department - Supervision	Full Time	1,660.00
01202204	5111	Fire Department - Prevention	Full Time	3,307.00
01202206	5111	Fire Department - Apparatus Maint	Full Time	2,730.00
01202401	5111	Building	Full Time	5,109.00
01300101	5111	Highway - Supervision	Full Time	36,663.00
01300102	5111	Highway - Garage	Full Time	104,471.00
01300401	5111	Engineering	Full Time	29,948.00
01300401	5120	Engineering	Part Time	0.00
01400200	5111	Human Service	Full Time	87,932.00
01400201	5111	Youth Services	Full Time	1,659.00
01400202	5111	Mini Bus Transportation	Full Time	4,062.00
01500100	5111	Parks & Rec - Grounds	Full Time	36,742.00
01500200	5111	Parks & Rec - Senior Programs	Full Time	0.00
01500201	5111	Parks & Rec - Organized Activities	Full Time	1,995.00
01500204	5111	Parks & Rec - Aquatic Program	Full Time	1,659.00
01500204	5120	Parks & Rec - Aquatic Program	Part Time	3,500.00
01500501	5111	Facilities - Building Maintenance	Full Time	7,322.00
01500502	5111	Facilities - School Facilities	Full Time	39,200.00
01550100	5111	Library	Full Time	23,784.00
01900100	5220	Employee Benefits	Social Security	38,497.17
01900300	5808	Contingency / Reserves	Reserve Account	541,728.17

14th MOTION

☒ Passed ☐ Failed ☐ Tabled

Councilor Vargas moved the following resolution. The motion was seconded by Councilor Drapeau and adopted unanimously by those present. Councilor MacDonald was absent.

RESOLUTION
TOWN COUNCIL
June 16, 2014
YEAR END 6/30/14 CAPITAL
EXPENDITURES

WHERE AS the Town Manager has recommended that certain unencumbered balances from the 2013 - 2014 Budget be reserved to be expended in future years until completed.

BE IT RESOLVED THAT the following projects be and hereby is reserved for the purpose of expending the funds as reflected below in future years until completed.

Revaluation	6,880.00
Plan of Conservation	50,000.00
School Improvements - Security	285,800.00
School Improvements - West Hill Sprinklers	1,027,320.00
School Improvements - Air Conditioners	152,724.00
Microwave Radio Transmitter	370,000.00
Fire Department Training Center	25,000.00
Modular Classrooms	14,400.00

15th MOTION ☒ Passed ☐ Failed ☐ Tabled

Councilor Moriarty made a motion to approve the MEIU 2014-2017 Contract. The motion was seconded by Councilor Kochanek and adopted unanimously by those present. Councilor MacDonald was absent.

16th MOTION ☒ Passed ☐ Failed ☐ Tabled

Councilor Vargas moved to adjourn. The motion was seconded by Councilor Kochanek and adopted unanimously by those present. Councilor MacDonald was absent.

SEE THE MAIN MINUTES WEB PAGE TO ACCESS ADDITIONAL MEETING INFORMATION (i.e., WORKING NOTES, ACTIONS).

TIME MEETING ADJOURNED: 7:38 p.m. TIME DELIVERED TO TOWN CLERK: